

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS
PROJECT NUMBER K10-0073-29
ENTERPRISE RESOURCE PLANNING IMPLEMENTATION

February 9, 2011

Judiciary Panel Representatives:

Susan Howells, Executive Director, Procurement and Contract Administration
Gisela Blades, Procurement Officer
Tammy Sitar, Project Director
Barbara Hansman, Project Manager
Mark Bittner, Program Manager
Larry Jones, Manager, MBE

Attendees list is posted as a separate document on the Judiciary's Procurement website and eMarylandMarketplace.

Ms. Blades, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:10 am and asked the Judiciary panel representatives to introduce themselves.

Ms. Blades then addressed the following sections of the RFP:

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process

Ms. Blades placed emphasis on the following:

- As the Procurement Officer, Ms. Blades is the sole point of contact for the RFP. Making contact with anyone other than Ms. Blades could result not only in receiving incorrect information, and may result in the rejection of the Offeror's proposal.
- RFP Section 1.10 Questions – there is no cut off date for questions, but Offerors are reminded to submit questions timely in order to receive a response before submission of proposals.
- RFP Section 1.11 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by March 24, 2011, 2:00PM Local Time. Proposals received late will not be considered.
- RFP Section 1.13 Revisions to the RFP – will be posted on the Judiciary's Procurement website and eMarylandMarketplace.

- RFP Section 1.20 Minority Business Enterprise – there is a 25% MBE goal assigned to the RFP. Attachment D must be submitted with the Technical Proposal, failure to do **so will result in rejection of the Offeror’s proposal**. MBE firms proposed must be Maryland Department of Transportation (MDOT) certified in the category for which they are providing the service and/or commodity. Offerors are encouraged to verify the certification through the MDOT MBE directory available on MDOT’s website.
- RFP Section 1.21 Public Records – Proposals can not be designated “proprietary” cover to cover. Mark confidential information as instructed and provide rationale.
- RFP Section 1.23 Mandatory Contractual Terms – a **proposal taking any exceptions to the requirements of the RFP will not be considered**. Offerors need to address exceptions with the Procurement Officer prior to submitting a proposal.

Mr. Bittner gave a detailed overview of the project and Section 2 – Scope of Work.

The floor was then opened for questions. Ms. Blades requested that all questions be submitted to her in writing via e-mail.

The meeting adjourned at 11:15 am.

Notice: An electronic recording of the Pre-Proposal conference is available on the Judiciary’s Procurement website. Nothing stated at the Pre-Proposal conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.

Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary’s contracted consultants may be cause for rejection of the Offeror’s proposal.